

CONSTRUCTION FINANCING SUPERVISOR6SH12

PROMOTIONAL EXAMINATION

Final File Date: June 28, 2006

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

Who May Apply	Applicants must have a permanent civil service appointment with Office of Statewide Health Planning and Development or meet the provisions of the State Personnel Board Rules 234 or 235 by the final filing date in order to take this examination (applicants who qualify under Government Code Sections 18990 and 18992 may also apply).
How To Apply	<p>This is a promotional examination for Office of Statewide Health Planning and Development. Please submit an application (STD 678) to the address indicated below. DO NOT SUBMIT APPLICATION TO THE STATE PERSONNEL BOARD.</p> <p>NOTE: All applications must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form Std 678.</p> <p>NOTE: Office of Statewide Health Planning and Development and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.</p>
Where To Apply	<p>MAIL TO: or FILE IN PERSON:</p> <p>Office of Statewide Health Planning and Development Personnel Office – ATTN: Ed Springer 1600 9th Street, Room 350 Sacramento, CA 95814</p>
Special Testing	If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application. The Examination Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is 1 (800) 735-2922.
Final Filing Date	June 28, 2006. Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted.
Salary Range	\$4979 - \$6051
Eligible List Information	A departmental promotional list will be established for the Office of Statewide Health Planning and Development. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
Requirements for Admittance to the Examination	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, or “II” or “III”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I</p> <p>One year of experience in the California state service performing the duties of a Construction Financing Specialist.</p> <p>Or II</p> <p>Two years of experience in the California state service performing the duties of a Construction Financing Representative.</p> <p>Or III</p> <p>Experience: Broad and extensive (more than five years) responsible construction and mortgage loan experience including at least two years of managerial experience in one or a combination of the following:</p> <ol style="list-style-type: none">A commercial bank, mortgage bank, savings and loan association, insurance company, pension fund, construction company, or similar institution with primary responsibility for large institutional and commercial building financing and construction.The Federal Housing Administration, Veteran Administration, Federal National Mortgage Association, or comparable Federal or State agency. <p>(A graduate degree in business administration, economics, finance, architecture, engineering, or law may be substituted for one year of the required experience.) and</p> <p>Education: Equivalent to graduation from college, preferably with specialization in business administration, economics, finance architecture, engineering, or law. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>

Construction Financing Supervisor		Bulletin Release Date: 06/07/06
DEFINITION OF TERMS	The words “performing the duties of...” means the applicant must have the amount of experience in State service in the class (or on a Training and Development assignment to the class) specified.	
POSITION STATEMENT	Under general direction, with latitude for independent judgment, the incumbent plans, organizes, directs, and coordinates the activities of a technical staff involved in the analysis of applications for Health Facilities Loans and California Loan Insurance. Responsibilities include training, assigning and reviewing work and performance evaluation. Incumbents may personally perform the most complex and politically sensitive project activities.	
POSITION EXIST	Position exists in Sacramento, with the Office of Statewide Health Planning and Development.	
SCOPE	The examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. It is anticipated that interviews will be held during the months of July/August 2006.	
	If conditions warrant this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specifications. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.	
	In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.	
SCOPE	In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be measuring competitively, relative to job demands, each competitor's:	
	A. Knowledge of:	
	<ol style="list-style-type: none">Purpose and functions of institutional facilities eligible for California facility loans or loan insurance programs.Trends in the development and utilization of health and other institutional facilities in California.Methods of debt financing for health and other institutional facilities.Provisions of California laws and regulations governing facility loans and loan insurance programs.Health and other institutional organization and operations.Medical terminology utilized in developing health facility financing.Familiarity with legal and financial documents utilized in facility debt financing.Construction documents and procedures.Cashflow estimating documents.A good understanding of the department's policies, objectives, and program constraints.Principles and practices of effective supervision.The Department's Equal Employment Opportunity Program objectives.	
SCOPE	B. Ability to:	
	<ol style="list-style-type: none">Analyze and interpret a wide variety of construction, financial, and legal documents utilized in determining eligibility for institutional facilities loan or loan indemnifications.Interpret and apply regulations and policies covering California loan and loan insurance programs and State and local construction requirements.Establish and maintain effective working relationships with representatives of health and other institutional facilities, financing institutions, and legal and construction representatives.Independently prepare and complete complex assignments or projects with minimum supervision.Recognize deficiencies in law or department regulations and policies relative to health and other institutional facility loan and loan insurance programs and recommend effective corrective action.Supervise the establishment and maintenance of a complete record-keeping system.Effectively contribute to the Department's Equal Employment Opportunity objectives.	
	Ability to deal tactfully with representatives from a wide variety of health facilities and financial institutions in the development of direct loans and California Loan Insurance Projects.	
SPECIAL PERSONAL CHARACTERISTICS		
ADDITIONAL DESIRABLE QUALIFICATION	In appraising the relative qualifications of candidates, consideration will be given to pertinent training and accreditation over and above that required under the minimum qualifications such as that represented by: Advanced degree in business administration or finance, real estate brokers license, study or contract law. Experience gained in mortgage loan administration with a commercial bank or savings and loan association. Experience gained in the management of construction company involved with large public or private health facility projects. Possession of certificates of education or special training in one or a combination or health facilities financing, mortgage, banking, or previous experience in the California Health Facility Loan or Loan Insurance Program.	
VETERANS PREFERENCE	Veteran's preference credit is not granted for this examination.	
QUESTIONS?	If you have any questions concerning this examination, please contact the Examination Services Unit at (916) 654-2097.	

Office of Statewide Health Planning and Development
Personnel Office, 1600 9th Street, Room 350, Sacramento, California 95814-6476, (916) 654-2097
California Relay Telephone Service for the deaf or hearing impaired:
TDD Voice 1-800-735-2922 Refer to (916) 654-2097

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at (916) 654-2097 or (916) 654-2752, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local office of the Employment Development Department and the Office of Statewide Health Planning and Development or State Personnel Board website www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the other candidates, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all components will be notified.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

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